

INTERIM CHANGE (IC) 2004-1 TO AFI 11-202, VOLUME 2/AETC SUP 1, *AIRCREW STANDARDIZATION/EVALUATION PROGRAM*, 15 October 2003

17 MARCH 2004

★SUMMARY OF REVISIONS

This change incorporates request from the Air National Guard (ANG) for relief from requirements incompatible with their force structure. Changes “AFRC” to “air reserve component (ARC)” when it applies to both AFRC and ANG so each paragraph originally annotated “not applicable to AFRC” now includes ANG in the exception. Changes Table 4.1 (Added)(AETC) to allow an OG/CC to administer an evaluation to a SQ/CC. Changes paragraph 5.2.9.3 to allow evaluators to use the cockpit/crew resource management (CRM) evaluation criteria in AFI 11-2 MDS-specific Volume 2 in lieu of AF Form 4031, **CRM Skills Criteria Training/Evaluation Form**. Updates references. See the last attachment of the supplement for the complete IC. A ★ indicates revision from the previous edition.

OPR: HQ AETC/DOFV

★(Mr Don Graham)

★First Purpose Paragraph:

This supplement establishes the AETC Standardization/Evaluation (Stan/Eval) Program, which supports AETC objectives. This supplement applies to AETC, Air Force Reserve Command (AFRC), and Air National Guard (ANG) units that fly AETC training missions. For AFRC and ANG units, this instruction only applies to activities relating to the student training mission and to evaluator certification for that mission. In order to prevent confusion, some sections are specifically marked as “not applicable to XXXX,” which may refer to AFRC, ANG, or air reserve component (ARC) units. In addition, material that applies only to AFRC or ANG will be identified as such. AETC units will coordinate their supplement through the numbered Air Force (NAF) to HQ AETC/DOFV for approval before publication, and they will forward one copy to the NAF/DO and HQ AETC/DOFV after publication. Before publication, ANG units will coordinate their supplements with the ANG/XO, and AFRC units will coordinate supplements with their respective NAF/DO before publication.

★2.4.2.6. (*Not applicable to ARC*) Units will coordinate with the appropriate NAF branch to schedule required flight evaluations.

★2.5.2.3. (*Not applicable to ARC*) The NAF/DO or designated representative is considered the HHQ stan/eval chief during formal inspections.

★3.2.3.3. AETC units will forward notification through the NAF/DO to HQ AETC/DOF. AFRC units will forward notification through the appropriate NAF/DOV to the NAF/DO and AFRC/DOV.

★4.2.1.2. (Added)(AETC) Receive briefings addressing evaluation philosophy, grading procedures, and policies from the SQ/CC and OG/CC (or designated representative). **NOTE:** ANG may substitute OGV for SQ/CC.

★4.2.5. (*Not applicable to ARC*) In addition to Aviation Resource Management System (ARMS) documentation, a memorandum of certification will be completed which includes remarks indicating FE certification or decertification, as appropriate. Place the memorandum in the flight evaluation folder (FEF), Section I (behind AF Form 942, **Record of Evaluation**), and maintain the memorandum as a permanent record. Use endorsements to the memorandum of certification to show any change of status while assigned in the same unit. For units that use the AF Form 1381, **USAF Certification of Aircrew Training**, to document aircrew certifications, an entry to this form signed by the SQ/CC may be used in lieu of a separate memorandum of certification.

★4.3.10. (Added)(AETC) *(Not applicable to ARC)* Use the pyramid evaluation system for all periodic evaluations (not required for evaluations required by a formal course of training), which requires higher echelon FEs to administer evaluations to lower echelon FEs and disallows any FE from evaluating his or her rater. See Table 4.1 (Added)(AETC), this supplement. In addition:

★4.3.10.4. (Added)(AETC) The pyramid evaluation system does not apply to the EPE or the rear cockpit pilot (RCP) check.

★Table 4.1. (Added)(AETC) AETC Pyramid Evaluation and AF Form 8 Routing Guidance.

I T E M	A	B	C	D
	Examinee	Flight Examiner (FE) (note 1)	Reviewing Officer	Final Approving Officer
1	Assigned or attached to 36 RQF (note 2)	Any	Chief or Assistant Chief, FLT/DOV	FLT/CC
2	36 RQF/DO or DOV FEs	CCV or higher	FLT/CC	TRG/CC
3	36 RQF/CC		TRG/CD	
4	Students	Any (note 3)	(note 4)	SQ/CC
5	Assigned to squadron		FLT/CC (note 5)	
6	SQ/ADO or SE or FLT/CC		SQ/DO	
7	SQ/DOV FEs		OGV or NAF	
8	Additional duty FEs	SQ/DOV or higher		
9	SQ/DO (note 2)	★OGV or higher	SQ/CC	OG/CC
10	SQ/CC (note 2)		Chief or Assistant Chief, OGV	
11	OG/CD			
12	OGV FEs	OG/CC or NAF		
13	Chief, OGV		OG/CD	
14	OG/CC	NAF	Chief or Assistant Chief, OGV	WG/CC (FLT/CC for 336 TRG)
15	WG/CV	OGV or NAF		
16	WG/SE	Any		
17	WG/XP (80 FTW)			
18	WG/CC	NAF		OG/CC
19	Designated SNRs (80 FTW)	Any	Attached SQ/CC	
20	Attached to squadron (note 2)		Attached SQ/DO	Attached SQ/CC
21	HQ AETC, NAF, or AU flyers (except HQ AETC/IG)		Attached OG/CC	Assigned DO or equivalent (note 6)
22	HQ AETC/IG	NAF		
23	Associate unit reservists, including AFRC SQ/CC and DO (note 2)	Any	Attached SQ/DO	Attached SQ/CC

NOTES:

1. FEs augmenting HHQ inspection teams are considered NAF or HHQ equivalent for AF Form 8 routing purposes.
2. The examinee's assigned SQ/CC or equivalent will initial the AF Form 8 to certify coordination. As examinees, SQ/DO and SQ/CC (OSS/DO, TRS/CC, etc.) are still considered "attached" flyers for reviewing and approving officer purposes. Their equivalent commander will initial the AF Form 8 to certify coordination.
3. Normally, FEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training.
4. As defined in the local supplement.
5. Personnel assigned to a squadron who do not have a FLT/CC will have the AF Form 8 reviewed by the SQ/DO.
6. For HQ AETC personnel below the division chief level, the applicable division chief is the final approving officer. For HQ AETC personnel at or above the division chief level, HQ AETC/DO is the final approving officer. For NAF/DO (AU/DO), the final approving officer is the NAF/CC (AU/CC). For NAF/CC (AU/CC), the final approving officer is HQ AETC/CC.

★5.2.4.2. Instrument Refresher Course (IRC) instructors will forward a list of class attendees to the agency responsible for administering the instrument examination (OGV, SQ/DOV, or equivalent). The IRC class will be completed before the instrument examination (*not applicable to ARC*). Unless specifically addressed in the AFI 11-2 MDS-specific, Volume 1 or 2, navigators and electronic warfare officers (EWO) will complete the IRC.

★5.2.9.3. When available, use crew/cockpit resource management (CRM) evaluation criteria in the AFI 11-2 MDS-specific Volume 2 in lieu of AF Form 4031, **CRM Skills Criteria Training/Evaluation Form**.

★6.3.5.1. If applicable, units will ensure all end-of-course examinations administered by contractors meet open-book and closed-book requisite examination requirements according to paragraphs 6.3.5.1 and 6.3.5.2 in the basic AFI. Complete a review annually and within 30 days of publication changes. Procedures will be outlined in a unit supplement. An end-of-course exam randomly generated from a question bank may be used to satisfy the review requirements.

★6.5. **Unit Periodical Examination (optional).** (*Not applicable to ARC*) Each unit stan/eval will conduct and document periodic testing at least semiannually. The MQF will not be used to develop questions.

★7.3.5.8.3.3. (Added)(AETC) (*Not applicable to ARC*) For no-notice and spot evaluations, a statement as to whether the evaluation will satisfy the requirements for a required evaluation. For those evaluations that satisfy the requirements of a required evaluation, the AF Form 8 will remain "open" (in draft form) until all requisites are completed or the end of the eligibility period is reached, whichever comes first. No entry is required if the no-notice or spot evaluation does not satisfy the requirements.

★7.3.6.2.1. (*Not applicable to ARC*) FEs will use Table 4.1 (Added)(AETC), this supplement, to determine an examinee's reviewing and final approving officer and additional reviewers.

★7.3.7.4. The completed, permanent AF Form 8 will be placed in the FEF no later than 60 days from the date of the last event accomplished, to include additional training. For example, if the flight evaluation is accomplished on 14 May and additional training is accomplished on 15 July, the AF Form 8 must be filed within 60 days of 15 July (*ARC 90 days*).

★8.1.3.2.5. (Added)(AETC) (*Not applicable to ARC*) Each Part B, C, or D entry will use AETC Form 446, **Flight Crew Information File**, as the first page, and the entry may include attachments or continuation sheets.

★8.1.3.3. Units are allowed to distribute and maintain electronic copies of these volumes, to include a fully electronic library. Linking to Internet publications sites is authorized. However, the library must provide backup access to required publications in the event Internet connectivity is lost. Supplements may be electronically merged into, or links may be tagged onto, the next higher level of publication to provide a standardized posting and reference. The origin (basic or supplemental level) of all text must be clear. FCIF functional publication libraries will be maintained according to Chapter 7 of AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*. As a minimum, units will place the following in Volumes II through V: (**NOTE:** Units will list additional requirements in their local supplement.)

★Table 8.1. (Added)(AETC) Minimum Directive Requirements for Volume for Volume II.

I T E M	A	B
	Directive	Title
1	AFI 11-202, Volume 1	<i>Aircrew Training</i>
2	AFI 11-202, Volume 2	<i>Aircrew Standardization/Evaluation Program</i>
3	AFI 11-202, Volume 3	<i>General Flight Rules</i>
4	AFI 11-2 (MDS) Volume 1	<i>(MDS) Aircrew Training</i>
5	AFI 11-2 (MDS) Volume 2	<i>(MDS) Aircrew Evaluation Criteria</i>
6	AFI 11-2 (MDS) Volume 3	<i>(MDS) Operations Procedures</i>
7	AFI 11-209	★ <i>Air Force Aerial Events</i>
8	AFI 11-215	<i>Flight Manuals Program (FMP)</i>
9	AFMAN 11-217 (Volumes 1 and 2)	<i>Instrument Flight Procedures</i>
10	AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
11	AFI 11-246 [applicable volume]	<i>Air Force Aircraft Demonstrations [applicable MDS]</i>
12	AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
13	AFI 11-401	<i>Aviation Management</i>
14	AFI 11-418	<i>Operations Supervision</i>
15	AFI 13-201	<i>Air Force Airspace Management</i>
16	AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>

★10.2. (Added)(AETC) **Forms Adopted.** AF Form 8, **Certificate of Aircrew Qualification**; AF Form 847, **Recommendation for Change of Publication**; AF Form 942, **Record of Evaluation**; and AF Form 1381, **USAF Certification of Aircrew Training**; and AF Form 4031, **CRM Skills Criteria Training/Evaluation Form.**

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202, Volume 3, *General Flight Rules*

★AFI 11-209, *Air Force Aerial Events*

AFMAN 11-217, Volumes 1 and 2, *Instrument Flight Procedures*

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFI 11-246 [applicable volume], *Air Force Aircraft Demonstrations [applicable MDS]*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 11-418, *Operations Supervision*

AFI 13-201, *Air Force Airspace Management*

★AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*

AETCI 36-2205, *Formal Aircrew Training Administration and Management*

AETCI 90-202, *AETC Gatekeeper Program*

Abbreviations and Acronyms

★ARC—air reserve component

ASEV—aircrew stan/eval visit

AU—Air University

CAP—Civil Air Patrol, critical action procedures

CSI—contract simulator instructor

EWO—electronic warfare officer

FCB—flight crew bulletin

FE—flight examiner

IG—inspector general

MQB—master question bank

QAE—quality assurance evaluator

SII—special interest item

SQ—squadron

TRG—training group

WG—wing